



**Department of Corrections**  
**ADMINISTRATIVE BULLETIN**

**Subject: RELATIONSHIP WITH  
CONTRACT AGENCIES**

**Number:**

**93/24**

**Date Issued:**

**June 29, 1993**

**Cancelled Effective:**

The purpose of this Administrative Bulletin is to announce new facility procedures for the oversight and operation of contracts with private, nonprofit agencies which operate Visitor Centers and provide services to inmates with family and personal problems as directed by the provisions of the California Penal Code Sections 6351 through 6356.

The Office of Community Resources (OCR) will be responsible for incorporating the following procedures into the contract language at the Department level:

1. The Community Resources Manager (CRM) is designated as the facility contact for the contract agencies. Individual inmate visiting problems/issues will remain the responsibility of visiting staff.
2. Identification cards for paid and volunteer contract agency staff will be issued in accordance with Department Operations Manual (DOM) Section 31070. The CRM is designated to coordinate with facility staff for the issuance and the surrender of the card when a person leaves the contract agency.
3. Facilities will provide contract agencies with copies of their visiting hours and any changes thereto. Changes to visiting schedules will be promptly reported to the contract agencies by visiting staff.
4. Each facility shall provide at least 16 hours additional training to paid contract staff over and above the general orientation. Training will focus on departmental (regular and family) visiting regulations and safety/security concerns.
5. Meetings are to be held at least quarterly between the Chief Deputy Wardens, visiting staff, CRMs, and contract agencies.
6. State-purchased Visitor Center vans will be serviced at each facility, the same as other State vehicles which are purchased by a facility.
7. Visitor Center vans shall be replaced through normal facility procurement processes in accordance with established vehicle replacement policies.
8. State-purchased Visitor Center modular units (trailers) will be maintained at each facility the same as other State real estate property.



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9. The decision to allow paid contract agency staff to enter a facility shall be determined by each facility. Contract agency staff may be allowed to utilize the employee snack bar, depending on its location and if approved by the Warden or their designee.
10. The OCR will assume responsibility for the contract language and statewide meetings.

Please inform all persons concerned of the contents of this bulletin which shall remain in effect until incorporated into Department Operations Manual Section 54040 and a new DOM section to be determined.

For further information, please contact Helen D. McCullough, Assistant Director, OCR, at (916) 323-0125 or CALNET 473-0125.

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